



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES

October 5, 2010

Approved
1/20/2011

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Michael Green	None	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>	Dean Page			Craig Vincent-Jones
Sergio Aviña	Karen Peterson			Nicole Werner
Fredy Ceja	Robert Sotomayor			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 10/21/2010
- 2) **Minutes:** Operations Committee Meeting Minutes, 8/19/2010
- 3) **Table:** Los Angeles County Commission on HIV, Membership Roster, 9/1/2010
- 4) **Template:** Los Angeles County Commission on HIV, Committee Handbook Template, 10/5/2010
- 5) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program (CTP), 10/5/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 1:35 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (**Postponed**).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve Operations Committee Meeting minutes (**Postponed**).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
➡ Co-Chairs will write a letter to Mario Pérez, Director, OAPP, to request an OAPP representative on the Committee able to attend meetings consistently in order to better maintain quorum.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**
 - A. **Annual Meeting:**
 - The Co-Chairs will present the Operations Handbook. Mr. Vincent-Jones is preparing the presentation and handbooks.
 - The Handbook template in the packet has the following sections: Introduction, adapted to each committee; Mandated Responsibilities, Ryan White, HRSA and County Ordinance information pertinent to each committee; Responsibilities Outlined in the Commission on HIV Bylaws; Committee Operations, information on each committee's structure and basic operations; Committee Work, detailing major functions.
 - Handbooks presented at the Annual Meeting will be in draft form. Committees will review them at subsequent meetings and approve final versions. The approved documents will be presented to the Commission.

Operations Committee Meeting Minutes

October 5, 2010

Page 2 of 4

- Key Operations responsibilities are membership, the Comprehensive Training Program (CTP) and Assessment of the Administrative Mechanism (AAM) which are referenced in both Ryan White legislation and HRSA program guidance.

B. Consumer Caucus Work Plan:

- The Caucus will not meet after the Annual Meeting. They will meet next after the 11/4/2010 Commission meeting.
- ➡ Mr. Vincent-Jones will complete the draft of the Consumer Caucus Work Plan and email it to members for comment.
- ➡ The Latino Caucus Work Group will meet during the second week of November. Mr. Aviña will join the Work Group and provide the recommendations from the Latino Task Force. He joins existing members: Al Ballesteros, Fredy Ceja and Mr. Johnson.

8. COMPREHENSIVE TRAINING PROGRAM (CTP):

- Mr. Vincent-Jones indicated that the right column of the Curriculum has information for each module and activity through Module 4 of 6. The Modules are: Eligibility Trainings, Required Trainings, Commission Orientation, Committee/Caucus Orientations, Leadership Growth and Development, and Continuing Education. The last two are not required except the co-chair training in Leadership Growth and Development is required of Commission and committee co-chairs.
- The Work Plan defers development of the last two modules until early 2011.
- ➡ Mr. Vincent-Jones will write a summary of the CTP Curriculum Outline for its presentation to the Commission.
- ➡ Mr. Vincent-Jones will add page numbers to the CTP Curriculum Outline.

A. Training Goals/Learning Objectives:

1. Eligibility Trainings: Goals, learning objectives and outcomes were previously developed.
 - d. Indicators:
 - 1) Expanded Commissioner knowledge base
 - 2) Accelerated readiness to participate
 - 3) Increased familiarity with HIV-related vocabulary/terminology
2. Required Trainings:
 - a. Goals:
 - 1) Meet County and Commission essential knowledge requirements
 - 2) Improve Commission operational effectiveness
 - 3) Reduce potential risk and liability to the Commission and County
 - 4) Appreciate the use and application of evidence-based knowledge
 - b. Learning Objectives:
 - 1) Develop Commission member understanding of applicable statutory/regulatory requirements
 - 2) Help Commission members to more effectively use and apply governing rules
 - 3) Improve the efficacy of the public planning tools and processes
 - 4) Familiarize Commission members with the major areas of potential risk and liability in the planning process
 - c. Outcomes:
 - 1) Increased understanding of the roles and responsibilities of Commission membership
 - 2) More consistent adherence to applicable statutes/regulations
 - 3) Standardize expectations of Commission members' conduct
 - d. Indicators:
 - 1) Reduction of the time/resources that staff/leadership/meetings devote to individual counseling/coaching
 - 2) Reduction in corrective actions due to non-compliance
 - 3) Full compliance with applicable statutory/regulatory requirements
 - 4) No demonstrated exposure to risk
3. Commission Orientation:
 - a. Goals:
 - 1) Facilitate Commissioner understanding of Commission operations/procedures
 - 2) Maximize new Commissioner ability to participate effectively
 - 3) Remove institutional barriers preventing effective participation
 - 4) Increase the active participation of people who represent the diversity of Commission opinion/perspective
 - b. Learning Objectives:
 - 1) Establish common knowledge of Commission operational practices
 - 2) Establish basic understanding of the Commission's committee-driven process

Operations Committee Meeting Minutes

October 5, 2010

Page 3 of 4

- 3) Enhance participation in Commission deliberative and planning processes
 - 4) Increase understanding of the purpose behind the governing regulations
 - 5) Decrease the learning curve for new Commission members
- c. *Outcomes:*
 - 1) Enhance individual members' active participation
 - 2) Increase membership retention
 - 3) Provide a standard base of knowledge
 - 4) Increase Commission member capacity to participate
 - 5) Establish an expectation baseline
- d. *Indicators:*
 - 1) Increased willingness to actively participate in Commission deliberations
 - 2) Increased attendance at meetings
 - 3) Improved Commission member self-sufficiency
 - 4) Increased active participation of Commission members
 - 5) Reduced membership attrition
4. Committee/Caucus Orientation:
 - a. *Goals:*
 - 1) Improve knowledge of the Commission's committees/caucuses and their respective roles
 - 2) Raise the level of committee/caucus exchange and interaction
 - 3) Increase inter-committee/caucus reliance, interdependency and collaboration
 - 4) Accelerate committee member participation in committee work
 - 5) Improve appreciation of committee work primacy in the Commission's structure/process
 - b. *Learning Objectives:*
 - 1) Shared common knowledge of committee operational practices
 - 2) Comprehensive understanding of committee decision-making practices
 - 3) Awareness of how the committees relate/interact with each other
 - c. *Outcomes:*
 - 1) Basic understanding of committee operations
 - 2) Appreciation of the Commission's committee-driven process
 - 3) Enhanced cross-committee collaboration and participation
 - 4) More decisions involving multiple committee perspectives
 - 5) Multi-dimensional, multiple lens in the deliberative process
 - d. *Indicators:*
 - 1) Increased attendance at committee meetings by members of other committees
 - 2) More multi-committee decision-making
 - 3) Increased understanding of cross-committee work
 - 4) More thoroughly vetted decisions
5. Leadership Growth and Development:
 - ➡ Committee members will review and email recommendations to Mr. Vincent-Jones by 10/7/2010.
6. Continuing Education:
 - ➡ Committee members will review and email recommendations to Mr. Vincent-Jones by 10/7/2010.

B. **Pol #09.4209: Comprehensive Training Program:** This item was postponed.

C. **Commission Handbook:** This item was postponed.

D. **Leadership Growth/Development:** This item was postponed.

E. **Evaluation/Assessment:** This item was postponed.

9. **MEMBERSHIP MANAGEMENT:** This item was postponed.

10. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.

Operations Committee Meeting Minutes

October 5, 2010

Page 4 of 4

11. **COMMITTEE OPERATIONS:** This item was postponed.
12. **POLICIES AND PROCEDURES:** This item was postponed.
13. **ALTERNATE OPERATIONAL RESOURCES:** This item was postponed.
14. **NEXT STEPS:** There was no additional discussion.
15. **ANNOUNCEMENTS:** There were no announcements.
16. **ADJOURNMENT:** The meeting was adjourned at 3:50 pm.
 - ➡ The next regular meeting will be 10/21/2010 with that and following meetings expanded to three hours. An additional four-hour meeting will be scheduled prior to 10/21/2010 to address the significant amount of outstanding work.